



Instructions for Requesting Official VU Transcripts

To request an official transcript be sent to another university, for the purpose of transferring VU dual credit, please follow the below instructions:

- 1) Visit VU's Parchment website - <https://www.parchment.com/u/registration/35178/institution>
- 2) Please follow the directions found on the website and enter all required information

**** If you are a current student or were enrolled in the most recent academic year, you should **REVIEW YOUR UNOFFICIAL TRANSCRIPT** on your VUX (formerly known as MyVU) student portal before ordering to verify that all final grades have been recorded and will appear on your official transcript. All reorders will be at the student's expense. There is a \$5 charge (per transcript) for this transcript request method. Transcripts will not be released until all University obligations have been met (i.e. – no outstanding financial obligations). Official transcripts can be delivered electronically in as little as 15 minutes from when you place your order. ****